

NOTE: The review criteria are written for procedures but many can be applied to other types of documents. Subsets of these criteria or additional criteria may be specified, as applicable.

General Review Criteria

- G-1 Is the document consistent with the QARD and any relevant QIPs?
- G-2 Are any qualified data, software, or procedures in the document clearly labeled as such?
- G-3 Is the procedure rationale clearly documented in Section 2, Scope, of the procedure?
- G-4 Does Section 3 adequately address the purpose of the procedure?
- G-5 Are the needed definitions included and consistent with definitions in current QIPs? Are terms used in the procedure in a manner consistent with the manner in which they are defined? Are terms defined but not used in the text? Do definitions reference the source document for the definition, if it is other than the procedure being reviewed?
- G-6 Are the processes and controls specified complete, adequate, and correct?
- G-7 Are the responsibilities clearly defined for the actions required?
- G-8 Is the procedure easy enough to follow and understand?
- G-9 Are the necessary forms included along with any needed form instructions?
- G-10 Are other attachments needed? Are they complete and do they contain the required information?
- G-11 Is the procedure consistent with related procedures? Have changes and deletions been considered for impact on those procedures?
- G-12 Does the procedure provide for appropriate distribution of any work products generated by the procedure?

Technical Review Criteria

- T-1 Are data referred to in the document clearly as qualified or not qualified?
- T-2 Is there a clear statement in the document concerning the calibration status of any equipment used?
- T-3 Is the procedure feasible and implementable from a technical perspective?
- T-4 Is the procedure or document technically adequate, correct, and complete?
- T-5 Does the procedure require the establishment of appropriate technical quantitative and qualitative acceptance criteria for determining that prescribed processes have been satisfactorily accomplished?

- T-6 If the procedure is linked to other activities, are the links consistent and compatible? Will other procedures require revision due to linkage to the procedure being reviewed?
- T-7 Is the procedure consistent with pertinent regulatory requirements?
- T-8 Will the procedure have any adverse impact on program elements (e.g. waste isolation capability or interference with other site characterization activities)?

Note: Specific technical criteria may need to be applied for review of documents other than procedures.

Quality Assurance Criteria

- Q-1 Have appropriate QARD requirements been met?
- Q-2 Are the QA records generated during the implementation of the procedure and the procedure for handling these records adequately identified?
- Q-3 Does the procedure contain appropriate acceptance criteria for determining that prescribed processes have been satisfactorily accomplished?
- Q-4 Are the procedure's QA provisions adequate, correct, and complete?
- Q-5 Is the requirements matrix for the QIP procedure accurate and complete?

Engineering Assurance Criteria

- E-1 Was a technical review performed by all affected organizations and in accordance with YMP-LBNL-QIP-6.1?
- E-2 Has the procedure been signed in the approval section by all appropriate parties?
- E-3 For procedures, are the ten sections described in YMP-LBNL-QIP-5.2 adequately addressed?